



**BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES**

383 KENNETH HAHN HALL OF ADMINISTRATION / LOS ANGELES, CALIFORNIA 90012

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YVONNE BRATHWAITE BURKE
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VIOLET VARONA-LUKENS, EXECUTIVE OFFICER
(213) 974-1411

December 6, 2005

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**CONFLICT OF INTEREST AND DISCLOSURE CODE
(ALL DISTRICTS) (3-VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

Approve the Conflict of Interest and Disclosure Codes for Southeast Water Coalition, Burbank Unified School District, Palos Verdes Library District, Los Angeles County Department of Regional Planning, and Orchard Dale Water District to be effective the day following your Board's approval.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The recommendations are necessary in order to comply with the provisions of the Political Reform Act of 1974. In accordance with the Act, the Board of Supervisors must approve a Conflict of Interest and Disclosure Code for each local government agency for which the Board of Supervisors is the code reviewing body.

Pursuant to Government Code Section 87300, every agency must adopt and promulgate a Conflict of Interest and Disclosure Code that, as the code reviewing body for Los Angeles County, the Board of Supervisors must approve before the code can then take effect. In addition, pursuant to Government Code Section 87306, agencies are required to amend their Conflict of Interest Codes when such amendments are necessitated by changed circumstances.

Implementation of Strategic Plan Goals

Approval of the attached codes broadly supports the County Strategic Goal of Workforce Excellence.

The proposed amendments to these Conflict of Interest and Disclosure Codes have been thoroughly reviewed and approved by the code review staff in accordance with the procedures established by your Board.

FISCAL IMPACT/FINANCING

Local governmental agencies must have a Conflict of Interest and Disclosure Code in which designated employees are required to disclose financial interests at a level appropriate to their decision-making authority. These employees make or participate in the making of decisions that may have a foreseeable material effect on a financial interest. Adoption of a Conflict of Interest and Disclosure Code deters potential conflicts of interest, thereby averting misuse of public funds.

The recommended action has no effect on budget revenues and expenditures.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The code review staff recommends that your Board approve the newly adopted or amended Conflict of Interest and Disclosure Codes for the agencies listed below, pursuant to Government Code Section 87300.

New Agency:

Southeast Water Coalition

- This is a joint powers authority that previously was exempt from disclosure. The authority has incorporated by reference Regulation 18730 and adopted distinct disclosure categories.
- The authority has designated the following positions as code filers: *Board Member, Administrative Entity Member; Executive Director; Secretary; Treasurer; Legal Counsel; and Consultant.*

Substantive Changes:

Burbank Unified School District

- Changes the title of one (1) position.
- Adds the position of *Technology Services Manager* to the code.
- Deletes obsolete wording at the top of the page of Exhibit B and the legal reference wording at the bottom of the page which is not a requirement of the code.
- Modifies disclosure categories by omitting the definitions of investments and income.

Palos Verdes Library District

- Changes the title of one (1) position.
- Adds the position of *Automation Services Manager* to the code.
- Modifies disclosure categories by omitting the definitions of investments and income.

Regional Planning Department

- Changes the titles of two (2) positions.
- Deletes the position of *Head Department Personnel Tech* due to reclassification and *Regional Planning Assistant I* due to attrition from the code.
- Adds the position of *Administrative Services Manager II* to the code.
- Modifies disclosure categories by omitting the definitions of investments and income.

The Honorable Board of Supervisors
December 6, 2005
Page 4

**Delete Definitions of “Income”, “Investment”, and
“Business Positions” only:**

Orchard Dale Water District

- Modifies disclosure categories by omitting the definitions of investment and income.

IMPACT ON CURRENT SERVICES

Approving the attached Conflict of Interest and Disclosure Codes for these agencies will further the purposes of the Political Reform Act of 1974 and will require the individuals designated in each agency's code to disclose appropriate economic interests in their Statements of Economic Interests.

Respectfully submitted,

VIOLET VARONA-LUKENS
EXECUTIVE OFFICER

VVL:JL:gs

Attachments (5)

c: Chief Administrative Officer
County Counsel

Conflict of Interest Code
of the

SOUTHEAST WATER COALITION

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

SOUTHEAST WATER COALITION

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from water purveyors, and from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclose category.

CATEGORY 2

Persons in this category shall disclose all interests in real property in the jurisdiction.

CATEGORY 3

Persons in this category shall disclose all business positions with, investments in or income (including gifts and loans) received from business entities that are the type in which the Coalition may invest its funds.

CATEGORY 4

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

SOUTHEAST WATER COALITION

EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board Member	1, 2
Administrative Entity Member	1, 2
Executive Director	1, 2
Secretary	1, 2
Legal Counsel	1, 2
Treasurer	3
Consultant	4

Conflict of Interest Code
of the

BURBANK UNIFIED SCHOOL DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

Place of Filing of Statements of Economic Interests

All officials and employees required to submit a statement of economic interests shall file their statements with the agency head; or his or her designee. The agency shall make and retain a copy of all statements filed by its Board Members, Governing Board Members, Alternate Board Members, as appropriate, and its agency head (Agency/Department Head, Executive Officer or Chief Executive Officer, Superintendent, or Director), and forward the originals of such statement to the Executive Office of the Board of Supervisors of Los Angeles County.

The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

BURBANK UNIFIED SCHOOL DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

BURBANK UNIFIED SCHOOL DISTRICT

EXHIBIT "B"

<u>Designated Positions</u>	<u>Reportable Economic Interest Category Numbers (See Exhibit "A")</u>
Board of Education Member*	1, 2, 3
Superintendent	1, 2, 3
Deputy Superintendent	1, 2, 3
Chief Facilities Officer	1, 2, 3
Assistant Superintendent	1, 2, 3
Director	4
Technology Services Manager	4
Consultant (as defined in Exhibit "A")	5

*Except a nonvoting member appointed in accordance with the provisions of Section 35012 of the California Education Code.

EFFECTIVE:

Conflict of Interest Code
of the

PALOS VERDES LIBRARY DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

The Political Reform Act (Government Code Section 81000, *et seq.*) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. 18730), which contains the terms of a standard conflict of interest code. After public notice and hearing, it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730, and any amendments to it duly adopted by the Fair Political Practices Commission, are hereby incorporated into the conflict of interest code of this agency by reference. This regulation and the attached Appendices (or Exhibits) designating officials and employees and establishing economic disclosure categories shall constitute the conflict of interest code of this agency.

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The agency shall retain the originals of statements for all other Designated Positions named in the agency's conflict of interest code. All retained statements, original or copied, shall be available for public inspection and reproduction (Gov. Code Section 81008).

PALOS VERDES LIBRARY DISTRICT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interest in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

Persons are not required to disclose property used primarily as their residence or for personal recreational purposes.

CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned to this disclosure category.

CATEGORY 5

Individuals who perform under contract the duties of any designated position shall be required to file Statements of Economic Interests disclosing reportable interest in the categories assigned to that designated position.

In addition, individuals who, under contract, participate in decisions which affect financial interests by providing information advice, recommendation or counsel to the agency which could affect financial interest shall be required to file Statements of Economic Interests, unless they fall within the Political Reform Act's exceptions to the definition of consultant. The level of disclosure shall be as determined by the executive officer (or head) of the agency.

EXHIBIT "B"

PALOS VERDES LIBRARY DISTRICT

Designated Positions

Disclosure Categories

Facilities Manager	4
Automation Services Manager	4
Consultant	5

Officials Who Manage Public Investments

It has been determined that the positions below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Trustee	(Files 700 Form with the Board of Supervisors)
Director	(Files 700 Form with the Board of Supervisors)
Director of Finance	(Files 700 Form with the Library)

EFFECTIVE:

Conflict of Interest Code
of the

REGIONAL PLANNING DEPARTMENT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

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REGIONAL PLANNING DEPARTMENT

EXHIBIT "A"

CATEGORY 1

Persons in this category shall disclose all interests in real property within the jurisdiction. Real property shall be deemed to be within the jurisdiction if the property or any part of it is located within or not more than two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the agency.

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CATEGORY 2

Persons in this category shall disclose all investments and business positions.

CATEGORY 3

Persons in this category shall disclose all income and business positions.

CATEGORY 4

Persons in this category shall disclose all business positions, investments in, or income (including gifts and loans) received from business entities that manufacture, provide or sell service and/or supplies of a type utilized by the agency and associated with the job assignment of designated positions assigned this disclosure category.

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CATEGORY 6

Persons in this category shall report real property, investments and business positions in or income from businesses subject to the Los Angeles County Zoning and Subdivision Code. This shall include businesses involved in land speculation or development for purposes of subdivision, grading or development; any consultants, engineering, architectural, legal, financial, expediting or other firms preparing and/or submitting plans and reports for consideration by the Regional Planning Department or Commission.

REGIONAL PLANNING DEPARTMENT

EXHIBIT “B”

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Director of Planning	1,2,3
Chief Deputy Director	1,2,3
Administrator	1,2,3
Case/Hearing Coordinator	1,2,3
Supervising Regional Planner	1,2,3
Regional Planner II	1,2,3
Information Systems Specialist I	4
Administrative Services Manager II	4
Principal Regional Planning Assistant	6
Senior Regional Planning Assistant	6
Regional Planning Assistant II	6
Land Division Specialist	6
Senior Biologist	6
Consultant	5

EFFECTIVE:

Conflict of Interest Code
of the

ORCHARD DALE WATER DISTRICT

Incorporation of FPPC Regulation 18730 (2 California Code of Regulations, Section 18730) by Reference

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ORCHARD DALE WATER DISTRICT

EXHIBIT "A"

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ORCHARD DALE WATER DISTRICT

EXHIBIT "B"

Designated Positions

Disclosure Categories

Consultant

5

EFFECTIVE:

Officials Who Manage Public Investments

It has been determined that the positions shown below manage public investments and will file a Statement of Economic Interests pursuant to Government Code Section 87200 et seq.

Director

General Manager

Consultant*